

**Institutional Compliance**

403.320.3361

compliance@lethbridgecollege.ca

3000 Lethbridge College Dr S, Lethbridge, AB T1K 1L6



## Companion Animal Form

**PRIVACY NOTICE:** The personal information requested on this form is collected under subsection 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act* for the purpose of managing your request to bring a companion animal on campus. It may be disclosed to external agencies, and used by the college and external agencies, for this purpose or for a consistent purpose. If you have a question about the collection, disclosure, use or protection of this information, please contact the college's Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing [privacy@lethbridgecollege.ca](mailto:privacy@lethbridgecollege.ca), or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.

**What this form is for:** This form is to be completed by a person who wishes to bring a companion animal onto campus.

**Instructions:** The requestor is to complete Part 1 of this form, sign on the reverse of this page, and provide it and any supporting documentation to Accessibility Services (if the requestor is a student) or Human Resources (if the requestor is not a student).

**Retention:** The original form and supporting documentation (e.g. medical documentation, waiver, written communications, and proof of vaccinations, licensure, and training) are to be stored by Accessibility Services (if the requestor is a student) or Human Resources (if the requestor is not a student) for as long as the requestor is a student, an employee or is otherwise affiliated with the college.

<b>PART 1: Requestor</b>		
First and Last Name	Student / Employee / Neither	College ID or N/A
<b>Emergency Contact</b>		
First and Last Name	Phone Number	Phone Number 2 (Optional)
Relationship to Requestor	Email Address (Optional)	
<b>Companion Animal</b>		
Name	Species / Breed	Other Descriptors
Is the companion animal ... <input type="checkbox"/> tagged? <input type="checkbox"/> licensed? <input type="checkbox"/> vaccinated? Provide supporting documentation.		
Why do you require a companion animal? Provide supporting documentation.		

I certify that the companion animal has not harmed another animal or a person before and I do not believe it will do so. I have read the Animals on Campus Standard Operating Procedure and agree to abide by its terms. I agree to sign a waiver or similar form as a condition of being permitted to bring the companion animal on campus, and I agree to follow any conditions specific to me and my companion animal that are communicated to me by the approvers.

Signature

Date (YYYY/MM/DD)

<b>PART 2: Approvals</b>		
Approver	Check	Initial
<b>Accessibility Services / Human Resources:</b> <i>The requestor has provided sufficient proof that they have a disability and that the companion animal materially helps the person to manage it.</i>	<input type="checkbox"/> approved <input type="checkbox"/> refused	
<b>Occupational Health and Safety:</b> <i>The requestor has provided sufficient proof that the companion animal would not pose any undue hazard to college property or members of the college community.</i>	<input type="checkbox"/> approved <input type="checkbox"/> refused	
<b>Institutional Compliance:</b> <i>The requestor has completed a waiver or similar form. The risk of allowing the companion animal on campus is acceptable to the college.</i>	<input type="checkbox"/> approved <input type="checkbox"/> refused	
<b>Accessibility Services / Human Resources:</b> <i>A copy of this completed form has been provided to the requestor. If the request was approved, any conditions that the requestor must follow have been communicated to them in writing, the requestor has been advised to obtain a Companion Animal ID, and instructors / supervisors have been notified of the approval.</i>	<input type="checkbox"/> complete	